

**BY ORDER OF THE COMMANDER  
AIR FORCE SPACE COMMAND**



**AIR FORCE SPACE COMMAND INSPECTION  
CHECKLIST 20-14**

**1 FEBRUARY 1999**

**Logistics**

**NON-NUCLEAR MUNITIONS, COMBAT  
AMMUNITION SYSTEM - BASE (CAS-B)  
MANAGEMENT (WING)**

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This Checklist reflects Command requirements for managers to prepare for and conduct internal reviews in the functional area of CAS-B Management.

***SUMMARY OF REVISIONS***

This Checklist has been revised to convert AFSPCSIG 90-2992 into correct format, realign and update references.

1. References have been provided for each critical item. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. While compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.
2. This checklist establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the checklist at [Attachment 1](#) as a guide only. Add to or modify each area as needed, to ensure an effective and thorough review of a unit's CAS-B Management function.

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## Attachment 1

## NON-NUCLEAR MUNITIONS, COMBAT AMMUNITION SYSTEM - BASE (CAS-B) MANAGEMENT (WING)

Table A1.1. Checklist.

<b>SECTION 1: CAS-B MANAGEMENT MISSION STATEMENT:</b> Assure the CAS-B system is properly used, maintained and controlled.  <i>Note:</i> Items with an * apply to a CAS-B Host location only.			
1.1. CRITICAL ITEMS:	YES	NO	N/A
1.1.1. Are communications security (COMSEC) materials and encryption devices properly controlled? (AFI 21-202, Para 2.16.4.)			
1.1.2. *Has a CAS-B System Site Administrator (SSA) been appointed and trained? (AFI 21-202, Paras 2.12.5. and 2.16.2. and AFCSM 21-824 Vol. I, Para 1.4.2.c.)			
1.1.3. Has the MASO established a host-tenant support agreement for CAS-B operations? (AFI 21-202, Para 2.14.7.)			
1.1.4. *Has a System Security Officer (SSO) been appointed and trained? (AFI 21-202, Para 2.12.5., 2.16.2. and AFCSM 21-824 Vol. I, Para 1.4.2.a.)			
1.1.5. *Does the SSO administer and monitor ADP security on a daily basis IAW AFCSM 33-824 Vol. I, attachment 16? (AFCSM 21-824 Vol. I, Para 1.4.2.a.)			
1.1.6. Has a Terminal Area Security Office (TASO) been appointed for each work center? (AFCSM 21-824, Vol. I, Paras 1.4.2.b. and A4.3.1.2)			
1.1.7. Is the TASO responsible for implementing procedures designed to control access to the remote devices? (AFCSM 21-824 Vol. I, Para A4.3.1.2.)			
1.1.8. Are terminal users responsible for maintaining the security posture of their terminals according to the system operating procedures and operating instructions for that area? (AFCSM 21-824 Vol. I, Paras 1.4.2.d. and A4.3.1.3.)			
1.1.9. *Is password aging set to a maximum period of 90 days according to AFSSI 5100? (AFCSM 21-824 Vol. I, Para A4.3.2.1.2.a.)			
1.1.10. Is access to terminals and terminal areas controlled IAW AFI 31-209 and 31-101? (AFCSM 21-824 Vol. I, Para A4.3.5.1.)			
1.1.11. Are computer operations and users thoroughly briefed before they operate the CAS-B system? (AFCSM 33-824 Vol. I, Para 2.7.2)			

1.1.12. Has each base developed its own contingency plan should operations be interrupted IAW AFCSM 33-824 Vol. I? (AFCSM 21-824 Vol. I, Para 2.6. and AFCSM 33-824 Vol. I, section 4)			
1.1.13. *Has the SSO established security procedures for the protection of the computer facility IAW AFSSI 5102? (AFCSM 33-824 Vol. I, Para 2.7.)			
1.1.14. *Is DDN processed at least once each day? (AFCSM 33-824 Vol. I, Paras 3.1.2.5.b, 3.2.c. and 3.7.)			
1.1.15. *Is the transaction archive run whenever the transaction history file is more than 80 percent full? (AFCSM 33-824 Vol. I, Para 3.1.2.7.a.)			
1.1.16. *Are backups of critical system files performed nightly? (AFCSM 33-824 Vol. I, Paras 3.1.4. and 3.2.d.)			
1.1.17. *Are monthly backups performed on a regular basis? (AFCSM 33-824 Vol. I, Para 3.2.d.)			
1.1.18. *Is the database verified after the monthly backup? (AFCSM 33-824 Vol. I, Para 3.3.2.)			
1.1.19. *Are mandatory beginning-of-day and end-of-day processes listed in AFCSM 33-824 Vol. I, figures 3-1 and 3-2 present in CAS-B program ISA84A for both the classified and unclassified database? (AFCSM 33-824 Vol. I, Para 3.5.2. Note.)			
1.1.20. *Are procedures established to ensure a system reboot is accomplished prior to allowing a new user to execute the initial login? (AFCSM 33-824 Vol. I, Para A12.4.4.1. Note.)			
1.1.21. *Is the computer room designated a controlled area? (AFI 31-209, Para 8.8.)			
1.1.22. *Has the SSO validated the appropriate clearance, need to know, and the individual has signed a SF Form 312, before granting access to the system? (AFI 31-401, Para 7.1.1.)			
<b>1.2. NONCRITICAL ITEMS:</b>			
1.2.1. *Does the SSA submit difficulty reports (DIREP) when software or procedural errors are suspected or detected? (AFI 21-202, Para 2.14.7. and AFCSM 21-824, Vol. II, Para 2.9.2.)			
1.2.2. *Has flight management established an on-the-job training program to support the CAS-B system throughout its system life cycle? (AFI 21-202, Para 2.16.3.)			
1.2.3. Is Logistics Marking and Reading Symbology (LOGMARS) technology used to the fullest extent possible during inventories? (AFI 21-202, Para 3.40.2.)			
1.2.4. Is the CAS computer system used for movement control purposes? (AFI 21-201, Para 3.3.1.2.)			

1.2.5. *Does the SSO maintain a current roster of all personnel authorized access to the system? (AFCSM 21-824 Vol. I, Para A4.3.2.c.)			
1.2.6. Is a record maintained of all escorted visitors for 12 months? (AFCSM 21-824 Vol. I, Para A4.3.5.2.)			
1.2.7. Are tapes and disks externally labeled IAW AFSSI 5102? (AFCSM 33-824 Vol. I, Para 2.5.4.2.)			
1.2.8. *Are tapes retained and not reused until they have passed the retention date? (AFCSM 33-824 Vol. I, Para 2.5.4.2.)			
1.2.9. *Is the batch process reviewed and maintained? (AFCSM 33-824 Vol. I, Para 2.5.3.)			
1.2.10. Are all products marked and labeled with the appropriate security attributes and properly safeguarded and stored according to AFSSI 5100 and DOD 5200.1-R/AFI 31-401? (AFCSM 21-824 Vol. I, Paras A4.2.8 and A4.3.6.)			
1.2.11. Are tapes and disks degaussed using only National Security Agency (NSA) approved degaussers? (AFCSM 33-824 Vol. I, Para 2.5.4.3.)			
1.2.12. Are tapes and disks degaussed and declassified prior to disposal according to AFI 31-401 and AFSSI 5102? (AFCSM 33-824 Vol. I, Para 2.5.4.4.)			
1.2.13. Has each site developed a tape/disk library to track magnetic tapes/disks IAW AFI 33-113? (AFCSM 33-824 Vol. I, Para 2.5.4.8.)			
1.2.14. *Are CAS-B release tapes protected as though they are classified to prevent unauthorized modification? (AFCSM 33-824 Vol. I, Para 2.5.4.9.)			
1.2.15. *Is a full backup set of system tapes maintained in off-site storage for contingency operations or recovery? (AFCSM 33-824 Vol. I, Para 4.1.4.)			
1.2.16. *Does off-site storage of system backup tapes meet security requirements IAW AFI 31-401? (AFCSM 33-824 Vol. I, Para 2.5.4.7.)			
1.2.17. Are classified devices sanitized IAW AFCSM 33-824 Vol. I, attachment 16? (AFCSM 33-824 Vol. I, Para 2.5.4.1.)			
1.2.18. Is control of the computer room environment maintained IAW AFSSI 5102, AFM 88-4, and AFCSM 33, Vol. I, attachment 7? (AFCSM 33-824 Vol. I, Para 2.8.)			
1.2.19. Do personnel handle, mark and protect information on the CAS-B system IAW the Privacy Act of 1974? (AFCSM 33-824 Vol. I, Para 2.7.3.)			
1.2.20. Are Hardware problems reported IAW AFCSM 33-824 Vol. I, Attachment 10? (AFCSM 33-824 Vol. I, Para 2.9.3.)			

1.2.21. *Are CAS-B I/C programs with the exception of ISC04A and ISC06A limited to the SSO only? (AFCSM 33-824 Vol. I, Attachment 3)			
1.2.22. Does the storage supervisor review the facility override report ISC09B? (AFCSM 33-824 Vol. I, Para A3.6.3.)			
1.2.23. Does the work center supervisor determine the access requirements for each individual to process their functional tasks? (AFCSM 33-824 Vol. I, Para A12.7.1.)			
1.2.24. Are procedures in place to notify the SSO or alternate if problems arise during classified processing? (AFSSI 5102, Para 2.8.3.2.)			
1.2.25. Is recertification and reaccreditation accomplished every 3 years? (AFSSI 5024, Para 6.2.1.)			
1.2.26. *Does the SSO bring up and check the system after a hardware power down to ensure existing security features are still present? (AFCSM 33-824 Vol. I, Para A12.1.5.2.2.)			
1.2.27. *Has the SSO developed a system security policy? (AFSSI 5102, Para 2.8.3.3.)			
1.2.28. *Does the SSO ensure activities comply with established security procedures? (AFSSI 5102, Para 2.8.3.4.)			
1.2.29. *Does the SSO review audit trails periodically? (AFSSI 5102, Para 2.8.3.5.)			
1.2.30. *Has the SSO established a COMPUSEC training program for system users? (AFSSI 5102, Para 2.8.3.8.)			
1.2.31. *Has the SSO provided the certification and accreditation to appropriate personnel for entry into IPMS? (AFSSI 5102, Para 2.8.3.9.)			
1.2.32. *Has the SSO validated the certification and accreditation information entered into IPMS? (AFSSI 5102, Para 2.8.3.10.)			
1.2.33. *Does the SSO review system configuration changes and system component changes or modifications to ensure system security is not degraded? (AFCSM 33-824 Vol. I, Para A12.1.5.2.2.)			
1.2.34. *Is computer security documentation listed in AFSSI 5102, Para 3.12. developed, maintained and made available to COMPUSEC personnel and users? (AFSSI 5102, Para 3.12.)			
1.2.35. Is access restricted to authorized maintenance personnel with a security clearance for the highest level of classified information processed? (AFSSI 5102, Para 3.11.1.)			
1.2.36. Are components containing nonvolatile storage media purged IAW AFSSI 5020 prior to release to maintenance activities? (AFSSI 5102, Para 3.11.4.)			